

POSITION DESCRIPTION

Class Title: Clerk
Department: Various
Date: August 21, 2008

GENERAL PURPOSE:

Performs routine clerical, secretarial and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing and bookkeeping

SUPERVISION RECEIVED:

Works under the close supervision of the respective department head (Town Clerk, Building Official, Director of Public Works, Town Treasurer/Tax Collector, and Town

Manager) SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinates the office operations of the department. Develops and maintains office forms and procedures, and assists with administrative tasks involving personnel, budgeting and facilities

Prepares agendas and supporting materials; may take and transcribe minutes; prepares and distributes minutes and reports

Schedules appointments

Answers telephone

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons

Serves as cashier including receipt of payments and posting monies to appropriate accounts. Operates listed office machines as required.

Prepares and monitors work orders

Issues various licenses and permits, as assigned

Receives, stamps and distributes incoming mail, processes outgoing mail

PERIPHERAL DUTIES

Provides backup to related

positions; Registers voters

Composes, types and edits correspondence, reports, memoranda and other material requiring judgment as to content, accuracy and completeness

Prepares and maintains employee time and personnel records for the department

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

(A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and

(B) Two (2) years of increasingly responsible related experience or any equivalent combination

of related education and experience

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices. (B) Skill in operation of listed tools and equipment.

(C) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations

SPECIAL

REQUIREMENTS: None

TOOLS AND EQUIPMENT USED:

Telephone, computer, copy machine, postage machine, fax machine, base radio, calculator

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of the job, the employee is frequently required to sit and talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

OTHER:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.